



## TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

---

# REQUEST FOR PROPOSAL

## RE: ENGINEERING SERVICES FOR NEW PUMP STATION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified engineering firms for the construction of a new Wastewater Pumping Station located at 17700 Creamery Road Emmitsburg Maryland.

Sealed proposals are due by 4:00 pm on Friday November 16, 2018. Proposals will not be accepted via email. Please boldly note on sealed bids **“Pump Station Bid, Do Not Open.”**

Please direct any questions to Dan Fissel, Sewer and water Superintendent, at (301) 447-1987 or at dfissel@emmitsburgmd.gov.

---

### I. INTRODUCTION

The Town of Emmitsburg is in need of a new Pumping Station (PS), which will replace the existing station at 17700 Creamery Road Emmitsburg MD 21727. The existing station was originally constructed around 1964. Through this request for proposal the Town is soliciting for engineering firms for the delivery of engineering services including, without limitation, the planning, design, permitting, preparation of bidding documents, specifications, and drawings, bid phase services, and design services for the PS replacement. An environmental report and preliminary engineering report are required, and Resident Inspection Services as needed. The Town plans to award the bid to a cost effective and technically sound bidder.

The existing pump station is a wet side, dry side pump station with a superstructure. The pumps are two (2) Fairbanks-Morse T10 and will pump 3,300 gallons per minute. The station pumps wastewater collected from the Town’s gravity sewer system to the Waste Water Treatment Plant located at 16707 Creamery Road Emmitsburg MD.

Representatives of the Town’s Water and Sewer Departments will provide input and assistance with any necessary fieldwork and review all deliverables from the effort. It should be noted the PS is located just outside the Flood Plain along Flat Run Creek. A map showing the PS’s proximity to the flood area can be found on the next page.

Funding for the project will be through the United States Department of Agriculture Rural Development (USDA – RD). Engineering firms must have prior experience and/or knowledge working with the USDA and Maryland Department of the Environment (MDE). The document submitted from engineering firms must be an EJCDC document.

## II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. The successful bidder will provide plans for the construction of a new PS. The selected consultant will conduct an environmental assessment of the existing property and a preliminary engineering report.

Please note the final scope of work will be negotiated with the selected consultant prior to execution of a contract.

### SCOPE OF SERVICES

The following Scope of Services describes the specific tasks to be performed by the Consultant.

#### 1. Preliminary Engineering Report: Site Investigation, Data Collection, Record Research

- Review existing records, review existing data including but not limited to geographic information system information, records, drawings, reports, maps, and other documents relevant to the limits and scope of this project.
- Conduct site investigation, tests and/or inspections, and perform condition assessment of existing pump station and force main.
- Perform geotechnical investigations, aerial or ground surveying, and mapping.
- Coordinate with various utilities and agencies requesting existing utility mapping for the project areas and coordinate the relocation of utility lines and appurtenances, if any.
- Develop design Base Map, which includes right-of-way, easement, and lot lines.

#### 2. Environmental Assessment Report

#### 3. Project Management and Coordination

- Project monitoring and administration.
- Attend project kickoff meeting, progress meetings, and project coordination meetings.
- Monitor task budgets and project schedule.
- Perform quality assurance/quality control (QA/QC) activities.
- Prepare monthly progress, cost summary reports and invoices.

#### 4. Project Development and Design

- Conceptual design and cost estimating.
- Prepare design alternatives and cost estimates for each option for Town review and consideration. This will include, but not limited to, participating in presentations and meetings with Town management and the public.
- Complete environmental review, permitting and preliminary design.

#### 5. Prepare Bid Documents

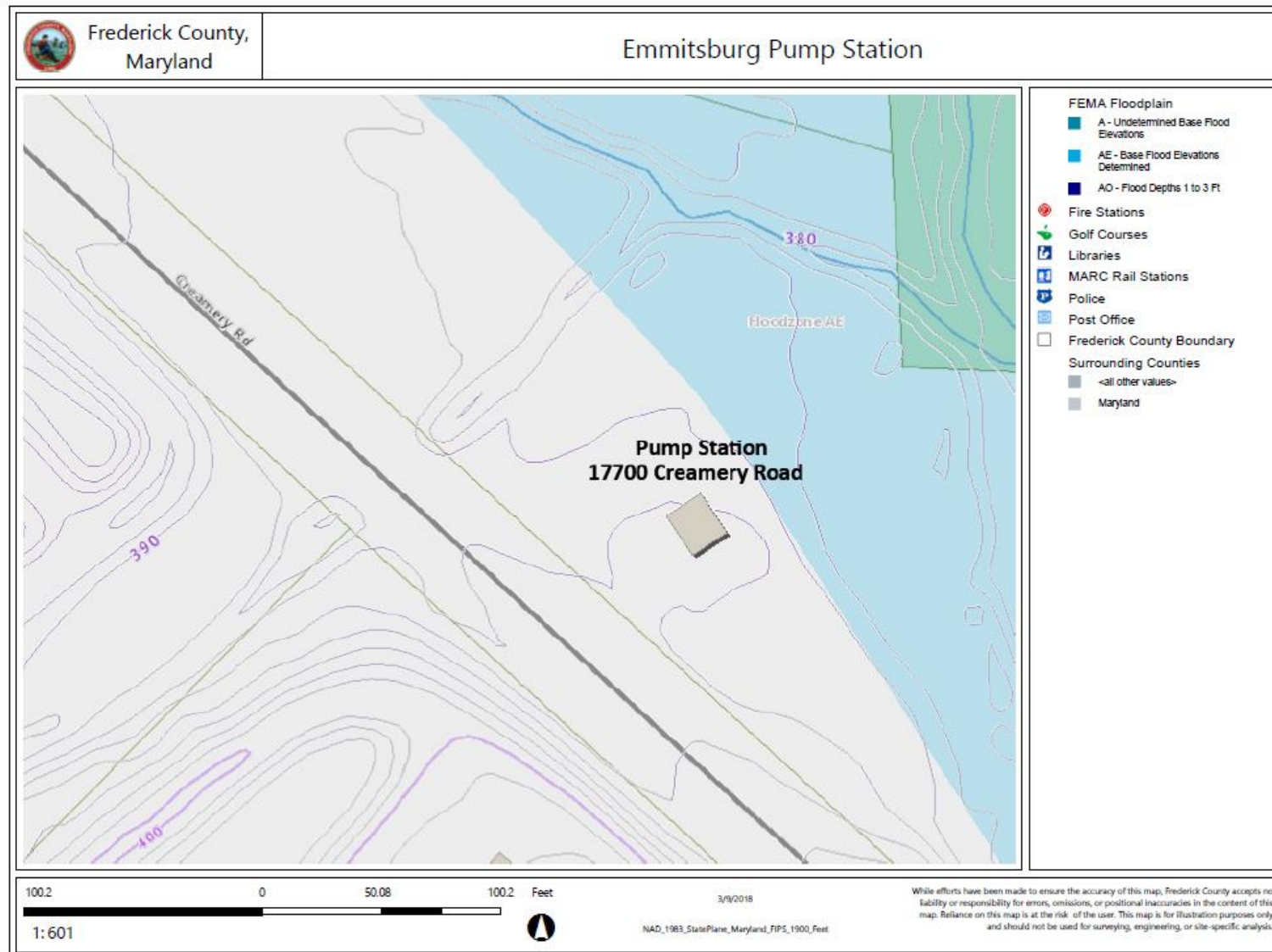
- Preparation of complete detailed plans, technical specifications and engineer's cost estimate suitable, for public bid.
- Consultant shall also submit 65% and 100% plans, specifications and engineer's estimate to the Town for review and approval.
- A final copy of all plans and/or project drawings (as built) should be given to the Town upon the completion of the project.
- Combine plans and technical specifications with the Town's standard front-end specifications for a complete Bid Package.

**6. Bid Support and Resident Inspection Services**

- Provide bidding assistance, which may include responding to questions from potential bidders, attending the pre-bid conference and job walk, assisting with preparation of addenda, and reviewing the submitted bids
- Provide submittal list and review submittals.
- Review and respond to contractor's request for information (RFI) and clarifications during construction.
- Preparation and submittal of digital record drawings to the Town.

*Note:* There will be a **MANDATORY** pre-proposal site visit for all consultants submitting proposals to the Town. Drawings of the current structure will be provided at the meetings. Bidders can choose between attending a meeting on Wednesday October 3, 2018 at 10:00 a.m. **OR** Thursday October 4, 2018 at 2:00 p.m. The site visit will be held at the pump station located at **17700 Creamery Road Emmitsburg MD 21727**. The Town reserves the right to reject any Consultant's proposals if they did not attend the mandatory preproposal site visit.

## Map indicating location of pump station:



### III. SUBMITTAL REQUIREMENTS

Please submit at least six (6) copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Pump Station Bid, Do Not Open.”** At the minimum, all bids must include the following. Failure to not include the requested information may result in disqualification. **Please note, this MUST be an EJCDC document.**

**A.) Mandatory Site Visit:** Please contact Dan Fissel, Sewer and water Superintendent, by October 1, 2018 at (301) 447-1987 or at [dfissel@emmitsburgmd.gov](mailto:dfissel@emmitsburgmd.gov) to confirm your attendance at the **mandatory** site visit meeting. Bidders can choose between attending a meeting on Wednesday October 3, 2018 at 10:00 a.m. **OR** Thursday October 4, 2018 at 2:00 p.m. The site visit will be held at the pump station located at 17700 Creamery Road Emmitsburg MD 21727. Drawings of the current structure will be provided at the meetings

**B.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Please state in the letter the name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed to.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
5. Briefly explain your firms prior experience or knowledge working with the USDA and MDE.
6. Statement which indicates “proposal and cost schedule shall be valid and binding for two hundred seventy-five (275) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**C.) Table of Contents**

Please number all the pages in your bid packet and include a table of contents. In the table of contents, please list the documents included with your bid in the order they are organized in. Please include page numbers in the table of contents so documents can be easily referenced.

**D.) Detailed Cost Statement**

The cost statement should be broken down into phases with the cost for each phase clearly labeled. The environmental assessment and preliminary engineering report should be included as a separate line item. In regards to Resident Inspection Services, please submit a clear hourly rate. The Town is anticipating one site visit a week with additional visits as needed. Please make sure to list one total cost below all the line items.

**E.) Proposed Project Team**

List the firm members that will most likely be involved in the project along with their:

1. Title and area of specialty.
2. Total years of experience and years with current firm.
3. List of role/experience(s) with similar projects in the past.
4. Resume of proposed team members.

**F.) References**

Provide client references for pump station work completed within the past ten (10) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

**G.) Proof of Insurance**

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the *minimum amount* of one million (\$1,000,000) per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

**IV. EVALUATION CRITERIA AND PROCESS**

- A.)** The Town Manager will designate a selection committee composed of town staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:
- a. Cost and/or fee structure.
  - b. Understanding of services to be provided.
  - c. Experience and satisfaction of clients/references.

**V. PROPOSED TIMELINE**

Friday September 14, 2018	RFP available on the Town of Emmitsburg's website
Monday October 1, 2018	RSVP by this date for the mandatory site visit.
Wednesday October 3, 2018	Mandatory Site Visit (Option 1) at 10:00 AM
Thursday October 4, 2018	Mandatory Site Visit (Option 2) at 2:00 PM
<b>FRIDAY NOVEMBER 16, 2018</b>	<b>DEADLINE: Bids due by 4:00 p.m.</b>

**VI. MISCELLANEOUS INFORMATION**

- A.)** The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.
- B.)** The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- C.)** The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
- D.)** Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.
- E.)** The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.